

**MINUTES** of a meeting of the **SOMERSET COUNTY PARK COMMISSION** held Thursday, August 18, 2016 at 8:00 AM at the Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

"In accordance with Public Law Chapter 231, the open public meeting notice requirements have been satisfied whereby the starting time and place of this meeting have been filed with a county newspaper and the County Clerk and posted in a public information area in this office."

President DiFrancesco called the meeting to order.

**PRESENT**

William Crosby  
Donald DiFrancesco  
Helen Haines  
D. J. Hunsinger  
Jim Leonard  
Doug Ludwig  
Kevin McCallen  
Dot Paluck  
Scott Ross  
Mark Caliguire, Freeholder Liaison

**ABSENT**

Staff members present were:

Raymond Brown, Director  
Joanne Steinruck, Executive Assistant  
Mike Adams, Manager Special Projects  
James Avens, Manager Horticulture  
Mike Ballow, Manager Park Maint.  
Adam Bloom, Park Section Engineer  
Tom Boccino, Principal Planner/Land Acq.  
Chester Czaplicki Fleet Manager  
Dave Dendler, Manager Park Rangers  
Ken Fivek, Golf Operations Supervisor  
Betsy Flanagan, Counsel

Pierce Frauenheim, Deputy Dir. Park Maint.  
Dan Livak, Deputy Dir. Business Admin.  
Darrell Marcinek, Director Golf Maint.  
Marge Margentino, Manager Stable  
Alex Mathew, Manager Info. Mgmt.  
Karren Newman, Manager Recreation  
Bob Ransone, Director Golf Mgmt.  
Carrie Springer, Manager Env. Science  
Cindie Sullivan, Deputy Director  
Dina Trunzo, Manager TR  
Donna Umgelter, HR Manager

Also in attendance: Chris Hart and Rich Reitman

**OPEN MEETING FOR PUBLIC COMMENT**

No comment from the public.

**SERVICE AWARDS**

President DiFrancesco presented a 25-year service award to Carol Harvist, and a 35-year service award to Billy Martin.

**APPROVAL OF THE MINUTES**

President DiFrancesco called for the approval of the minutes of the last regular meeting held July 21, 2016. MOVED BY: Commissioner Crosby; seconded by: Commissioner

Ludwig. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco.

## **APPROVAL OF BILLS FOR PAYMENT**

### **Resolution R16-062 – Payment of Claims**

Resolution authorizing payment of bills for \$1,594,826.52 comprising of check numbers 6515-6542, 6614-6645, 6445-6514, 6543-6613, 6651-6700, 6701-6759, and 6764. MOVED BY: Commissioner Crosby; seconded by: Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco.

## **DIRECTOR'S REPORT**

Director Brown submitted a report for the month of July 2016.

## **COMMISSIONER CORRESPONDENCE**

1. Letter from a neighbor to Howe Athletic Complex thanking the Park Commission for the installation of the fencing behind soccer net and asking for the fencing to be extended two more lengths.
2. Letter from Bernards Township asking to use County property for the 2016-2017 Deer Management Program.

## **CONSENT AGENDA**

### **RESOLUTIONS**

The following resolutions were MOVED BY: Commissioner Crosby; seconded by: Commissioner Paluck. YEAS: Commissioners Crosby, Haines, Hunsinger, Ludwig, Leonard, McCallen, Paluck, Ross, and President DiFrancesco.

### **Resolution R16-063 – Award of One-Year Extension of Contract for Janitorial Services**

Resolution awards a contract to All Clean Building Services, Inc. The bid specifications were for two years and included two (2) one-year possible extensions. This is for the first one-year extension.

### **Resolution R16-064 – Award of Second and Final Year of Contract for Septic Pumping, Removal, and Disposal Services**

Resolution awards a contract to Kleiza Enterprises for the final year.

## **COMMITTEE REPORTS**

### **FINANCE/BUSINESS ADMINISTRATION**

President DiFrancesco, Chair of the Committee, submitted a report for the month of July 2016.

Dan Livak, Deputy Director Business Administrator reported that revenue is six percent more than last year's revenue year to date.

## **HUMAN RESOURCES**

Commissioner Leonard, Chair of the Committee, submitted a report for the month of July 2016.

Donna Umgelter, Human Resources Manager reported that in addition to the vacancies listed in the HR report, the position for a Foreman at Mountain View Park was posted earlier in the week and an Assistant Foreman and Maintenance Worker will be posted later this week.

## **LEISURE SERVICES**

Commissioner Ludwig, Chair of the Committee, submitted a report for the month of July 2016.

Cindie Sullivan, Deputy Director thanked the Park Foundation for funding the Duke Island Park Concert Series. The last concert was held on August 14 and the only concert that was cancelled due to rain was the 20<sup>th</sup> Annual Bayou Fest. All concerts were a success. The cost of the concerts was \$45,000 and the Park Foundation also funded all overtime costs.

Dina Trunzo, Manager Therapeutic Recreation reported that the last of the TR camps ends on August 19. Dina thanked the Park Foundation for funding many of the camp trips, special events, and special guests. Fall registration will be held on Saturday, August 20. On September 22 TR staff will be taking a group to Springfield, Massachusetts for a Magic of New England trip that will include a visit to the Big E and the Basketball Hall of Fame. Dina encouraged everyone to watch the Paralympics that will be held September 7 to 18.

Marge Margentino, Manager Stable reported that there is one week left of summer camps. Fall registration will be held on Saturday, August 20. The Stable gave tours to 35 representatives from the New Jersey State Agriculture Department and State veterinaries. A tour was given of a camp in session and the trails, which included a stop at the composting site. The representatives could not believe the Stable is a public facility and they commented that the horses looked great. It was a positive visit and staff is proud of the facility. It was nice to be recognized by the state. Commissioner Leonard asked if photos of the event could be available.

Carrie Springer, Manager Environmental Science reported that summer camp has completed and surveys have been mailed. The first adult standup paddle board trip was held at Spruce Run and was a success. Naturalist Monica Juhasz provided the program. The County Caper will begin this weekend.

Karren Newman, Manager Recreation reported that swimming and tennis lessons finished on August 12. Staff is preparing for fall programs and events. The hot and humid weather has been good for pool revenue.

## **GOLF MANAGEMENT**

Commissioner Paluck, Chair of the Committee, submitted a report for the month of July 2016.

Darrell Marcinek, Director of Golf Maintenance reported that Neshanic Valley Golf Course was aerated this week.

Bob Ransone, Deputy Director Golf Management reported that due to the oppressive heat the golf courses were busy in the morning only. Roger Cleveland will be providing a short game clinic in early October. There will be two clinics held. One for the general public and another for VIPs that includes a fitting with a wedge when purchased.

### **INFORMATION MANAGEMENT**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of July 2016.

Dan Livak, Deputy Director Business Administrator commented that he is hopeful that the Voice Over Program will be reconsidered.

### **VISITOR SERVICES**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of July 2016.

Dave Dendler, Manager, Park Rangers reported that staff is busy with events.

### **PROPERTY MANAGEMENT**

Commissioner Crosby, Chair of the Committee, submitted a report for the month of July 2016.

### **PLANNING AND LAND ACQUISITION**

Commissioner Haines, Chair of the Committee, submitted a report for the month of July 2016.

### **CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING**

Commissioner McCallen, Chair of the Committee, submitted a report for the month of July 2016.

### **PARK MAINTENANCE & HORTICULTURE**

Commissioner Hunsinger, Chair of the Committee, submitted a report for the month of July 2016.

Jim Avens, Manager Horticulture reported that the 17<sup>th</sup> Annual Garden Party was held in the Perennial Garden at Colonial Park. More than 200 attendees enjoyed the garden lectures, tours, and a classical music performance. Upcoming Horticulture events include Art in the Garden Series: Watercolors in the Garden on September 15 at Buck Garden and Flower and Garden Photography workshop on September 17<sup>th</sup> at Colonial Park Gardens.

Pierce Frauenheim, Deputy Director reported that the 4H Fair went well despite the rain. Pierce thanked his staff, Park Rangers, Special Projects, and Horticulture staff for their help. Staff is preparing the grounds for a large dog show in September. As soon as the Capital Budget allocations are available Chet Czaplicki will begin the process of purchasing equipment for Mountain View Park. As Donna Umgelter reported, the

staffing process has begun. Pierce will be meeting with County Park Engineer, Adam Bloom, and Mike Ballow tomorrow to discuss the maintenance operations starting on September 1, 2016.

Commissioner Hunsinger commented that staff does a great job. It is a job that goes unnoticed until something has not been done.

**FREEHOLDER'S REPORT**

Freeholder Caliguire reported that the Park Commission is doing a great job. Staff is very professional and he thanked everyone and appreciates all that they do.

**OLD BUSINESS**

President DiFrancesco thanked the staff for an exceptional 4H Fair. The Fair is a major event for the Somerset County residents and is a challenge for everyone involved. Each year there is at least one day of rain and staff does a great job maintaining the grounds and keeping the Fair going smoothly. Don thanked Pierce Frauenheim and his staff. The Park Maintenance staff was heavily relied upon during the Fair and with budgetary constraints it continued smoothly. Don thanked the staff for getting through the extreme heat.

Ray thanked the Park Foundation for sponsoring the Summer Concert Series. Ray reported that the Therapeutic Recreation Department has a vehicle with recalls. After going back and forth with the state and trying to get over the hurdles, the Park Foundation has provided a \$62,000 grant for TR to purchase a new transit vehicle with a wheelchair lift. Ray thanked the Park Foundation for their continued support and reminded the Commission of the long history of assistance the Foundation has provided to the agency.

**NEW BUSINESS**

No new business to report.

A motion to adjourn the meeting at 8:36 a.m. was made by Commissioner Crosby and seconded by Commissioner Leonard. YEAS: Commissioners Crosby, Haines, Hunsinger, Leonard, Ludwig, McCallen, Paluck, Ross, and President DiFrancesco.

Respectfully submitted,

Raymond A. Brown  
Director

Joanne Steinruck  
Executive Assistant